

Policies of the University of North Texas	Chapter 5
05.056 Absence to Attend Conferences and Professional Meetings	Human Resources

Policy Statement.

Application of Policy. All Faculty and Staff

Definitions. None

Procedures and Responsibilities.

I. Policy.

It is the policy of the University to grant permission to members of the faculty and staff to attend conferences, training programs and professional meetings when it is determined that such attendance will enhance the prestige of the University and will contribute to the professional/personal development of the individual and to the advancement of knowledge within his or her professional field.

II. Approval.

Requests for such permission should be initiated by the faculty or staff member at the departmental level and approved by the head of the department or division.

III. Type of Absence.

Absence from the employee's designated headquarters under these conditions is not considered as a leave of absence, but rather as a part of the individual's regular activities.

IV. Travel Reimbursement.

The policy and procedure for approval of travel requests and reimbursement of travel expenses incurred in attending conferences, training programs and professional meetings is presented in the Fiscal and Administrative Manual, Volume II of the policy series.

Responsible Party: Assistant Vice President for Human Resources

References and Cross-References.

Approved: 5/1/1983

Effective:

Revised: 8/95; 9/99*; 8/03

*Reviewed with no change

5/2011 format only